

South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System **Diversion Payment Voucher**

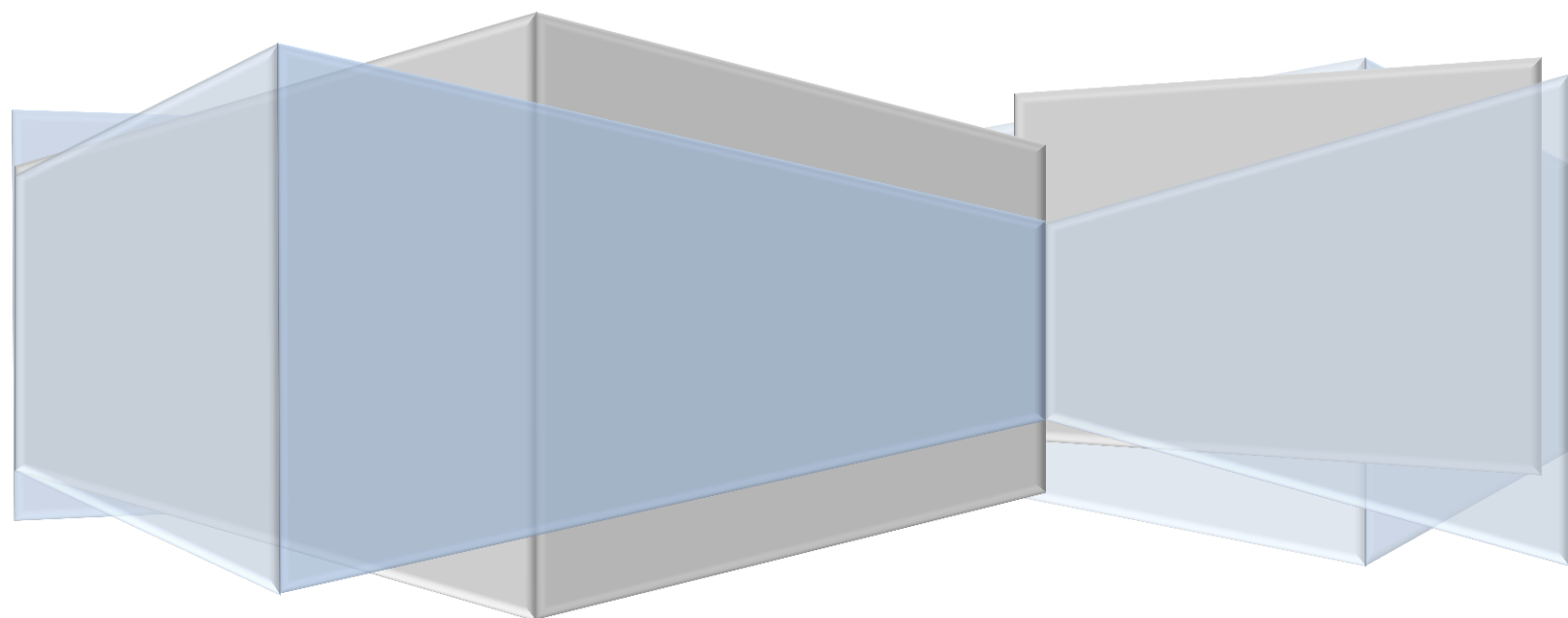


TABLE OF CONTENTS

Introduction.....	Page 2.
Sign In.....	Page 3.
Creating Voucher/ Tax Session.....	Page 4-6
Session Details.....	Page 7-8
File Voucher.....	Page 9

INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit Diversion Payment Vouchers and remit fees electronically at no charge.

Please note that filing via the web requires electronic payment of the user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed vouchers. The payment method is required to be selected at the time of registration.

Reminder:

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	803-896-1715	Help Desk (Toll Free)	1-800-476-0311
E-mail Address	edi@sctax.org	FAX	803-896-1779
Mailing Address	South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016		

Filing Vouchers

If assistance is required for filing diversion payment vouchers via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	803-896-1990
E-mail Address	motfuellic@sctax.org

To Sign In, you will need user Id and password from DOR Electronic Services.

User Name: Password:

 *South Carolina Department of Revenue*

Password Assistance

Now you will need to change password.

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

Click change password

User Profile

Your password has expired. Please enter a new password.

Change Password

Current Password:

New Password:

Confirm New Password:

Change Profile

Current Password:

Email Address:

Security Question:

Security Answer:

Now change profile.

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

User Profile

Your password has expired. Please enter a new password.

Change Password

Your password has been changed.

Change Profile

Current Password:

Email Address:

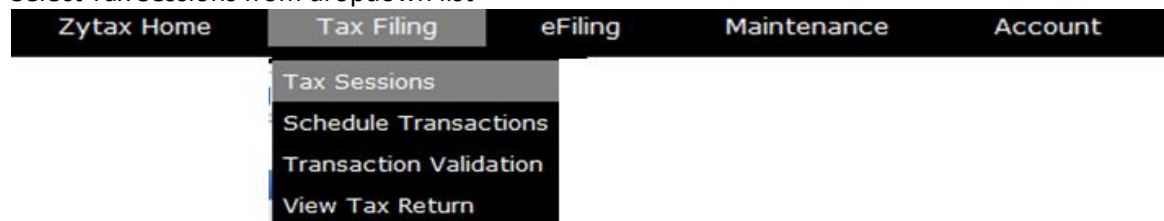
Security Question:

Security Answer:

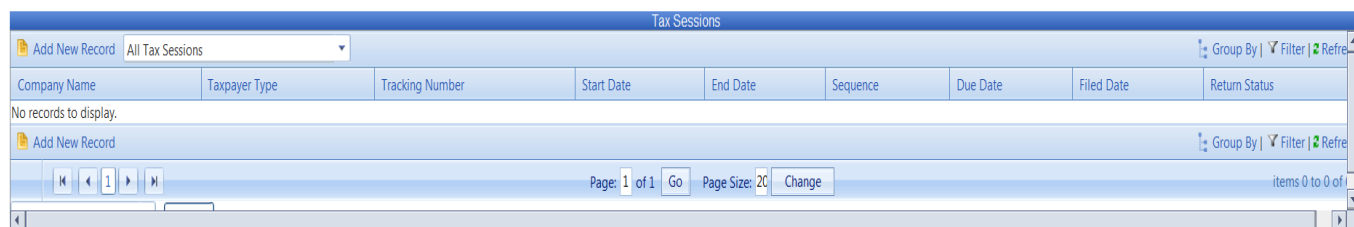
Creating Voucher/Tax Session

From the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select Diversion Payment Voucher from the Taxpayer Type dropdown list.

Begin Period Covered Date

Organize the diversion transactions by bill of lading date. Use the bill of lading date as the “Begin Period Covered”. Only one session per day can be created. You will need to have all diverted bills of lading entered for that bill of lading date before you close the session.

Enter the begin period covered date for the voucher.

Click outside the entry field and the End Period Date will be populated.

Click the create session button.



Country: United States

Jurisdiction: South Carolina

Taxpayer Type: Diversion Payment Voucher

Terminal Code: Select a Terminal

Begin Period Date: 8/28/2012

End Period Date: 8/29/2012

Sequence: 0

Original session

Create Session

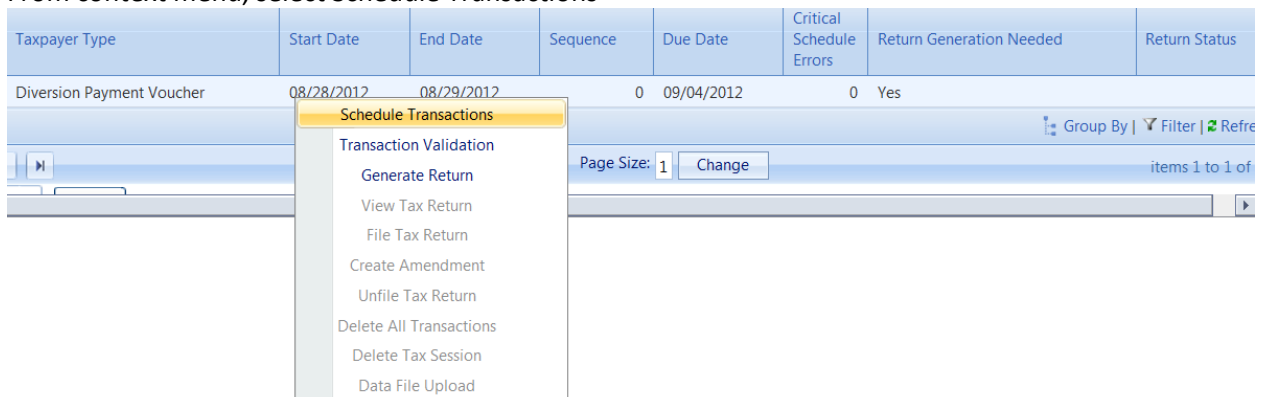
Copyright © 2005 - 2012 FuelQuest

Close out the Record inserted menu



The screenshot shows the 'Zytax - Create Session' window. At the top, a red message states 'Record inserted.' Below this, several fields are visible: 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Diversion Payment Voucher), 'Terminal Code' (Select a Terminal), 'Begin Period Date' (8/28/2012), 'End Period Date' (8/29/2012), 'Sequence' (0), and 'Original session' (Original session). A 'Create Session' button is located at the bottom center. The copyright notice 'Copyright © 2005 - 2012 FuelQuest' is at the bottom.

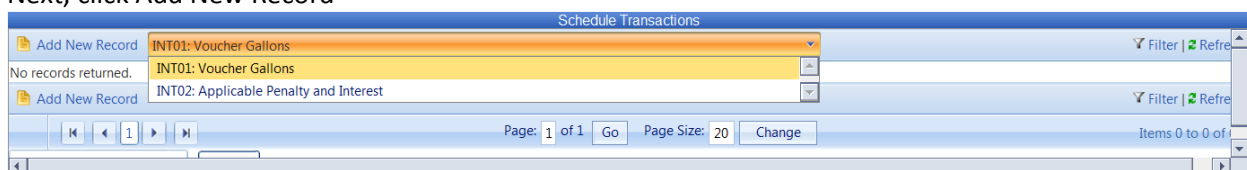
Right click on the row for the Diversion Payment Voucher session that was added
From context menu, select Schedule Transactions



The screenshot shows a table with columns: Taxpayer Type, Start Date, End Date, Sequence, Due Date, Critical Schedule Errors, Return Generation Needed, and Return Status. A row for 'Diversion Payment Voucher' is selected, and a context menu is open over it. The menu options are: Schedule Transactions (highlighted), Transaction Validation, Generate Return, View Tax Return, File Tax Return, Create Amendment, Unfile Tax Return, Delete All Transactions, Delete Tax Session, and Data File Upload.

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Diversion Payment Voucher	08/28/2012	08/29/2012	0	09/04/2012	0	Yes	

Select schedule type from dropdown list to add.
Next, click Add New Record



The screenshot shows the 'Schedule Transactions' window. It has a dropdown menu for 'Schedule Type' with 'INT01: Voucher Gallons' selected. Below the dropdown, there are two rows: 'INT01: Voucher Gallons' and 'INT02: Applicable Penalty and Interest'. The 'Add New Record' button is visible. The window also shows pagination information: 'Page: 1 of 1', 'Go', 'Page Size: 20', 'Change', and 'Items 0 to 0 of 0'.

Enter all the voucher information requested on the entry screen for all diversion transactions with the same bill of lading date.

Click Insert to accept entry.

Some data will remain from the previous transaction to speed the entry process.

Schedule Code	INT01: Voucher Gallons
Product Code	
Document Number	
Diversion Number	
Diversion Registration Date	
Net Gallons	

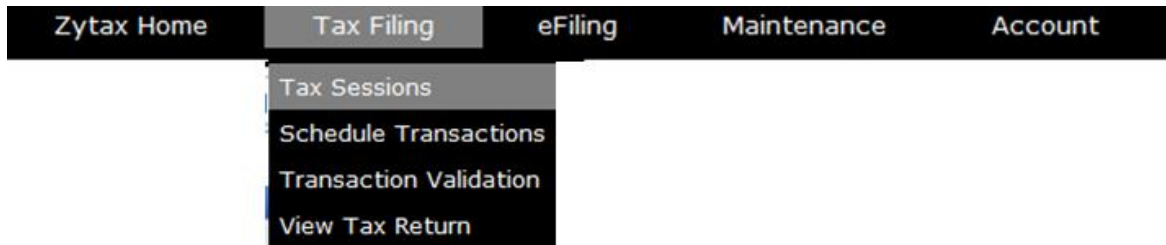
Insert

Copyright © 2005 - 2012 FuelQuest

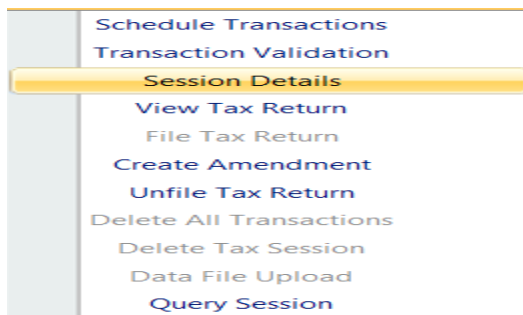
Once all information is inserted for all vouchers being entered at that time for the session, click on the closed button (red X).

Session Details

A separate voucher will be created for each bill of lading number and/or diversion number.
From the Tax Filing tab, select Tax Sessions



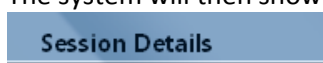
Right click on the row for the Diversion Payment Voucher session that was added
From context menu, select Session Details



Select yes
Click Save & Regenerate

The image shows the 'Form Manual Entry' tab of a web application. It contains several input fields for session details: 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Diversion Payment Voucher), 'Tracking Number' (empty), 'Begin Period Date' (8/28/2012), 'End Period Date' (8/29/2012), 'Sequence' (0), 'Original session' (dropdown), and 'Filed Date' (Open). There are radio buttons for 'Include Schedules' with 'Yes' selected. At the bottom, there is a 'Save & Regenerate' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

The system will then show record updated



Record updated.

Click the X button to close



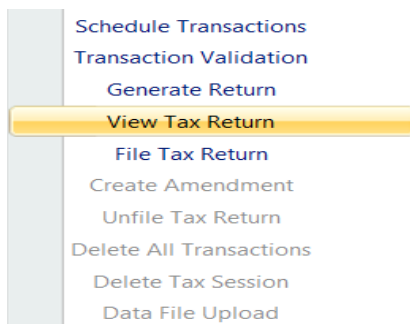
Click refresh several times

Group By Filter Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By Filter Refresh		
items 1 to 1 of 1.		


Until status shows passed

Group By Filter Refresh	
Return Status	
Passed	

Right click on the row for the Diversion Payment Voucher session that was added
From context menu, select View Tax Return

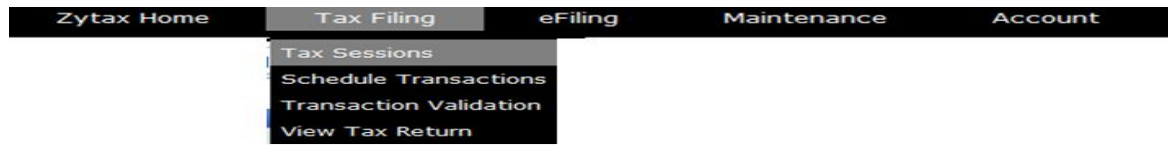


Review Voucher

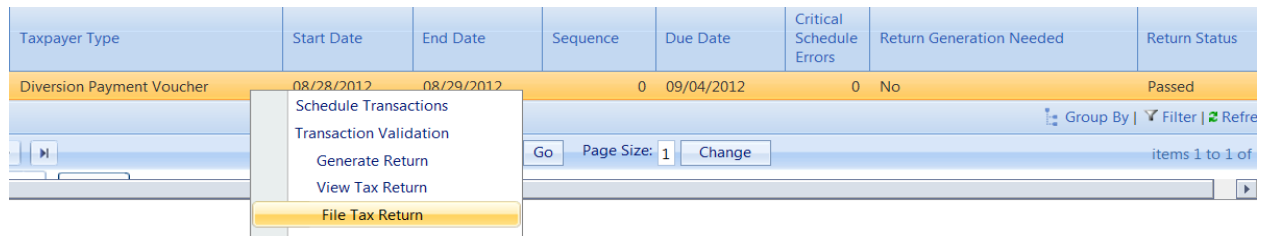
1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE DIVERSION / PAYMENT VOUCHER Mail To: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0133	L-2109 (Rev. 7/21/11) 4197
------	---	---	---

File Voucher

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Diversion Payment Voucher session that was added
From context menu, select File Tax Return



Check the agree button
Click on Submit

The screenshot shows the 'File Tax Return' form. It includes the following fields: Filing Status (Open), Tax Return (Diversion Payment Voucher), Terminal (empty), Tax Session Date (8/28/2012 - 8/29/2012), Filing Due Date (9/4/2012), and Return Status (Passed). Below these fields is an 'Electronic Acknowledgement' section with a checkbox labeled 'I agree to the conditions of this submittal.' and a 'Submit' button.

Payment Information

The payment screen will be determined by the payment type selected on the registration document.
Enter the payment information requested.

Voucher Confirmed and Filed

The screenshot shows the 'Tax Return Confirmation' form. It includes the following fields: Tax Return (Filed), Tax Return (Diversion Payment Voucher), Terminal (empty), Tax Session Date (6/22/2012), Filing Due Date (Running), Date Filed (5/3/2012 10:28:56 AM), and Return Tracking Number (1212400001).

* Please note the tracking number(s) for your records.